

**New Mexico Transit Association  
Board Meeting  
February 16, 2023  
12:00 p.m.  
North Central Regional Transit District  
1327 N. Riverside Dr.  
Española, NM 87532**

**Standing Items:**

1. Call to Order
2. Roll Call

**Board Members:**

Joe Hardin (President), representing 5310 programs  
Elizabeth Carter (Vice President), Director at Large  
Ed Powers (Treasurer), Director at Large  
Rebecka Hicks, (Secretary), representing 5211 programs  
Kevin Olinger, (Ex-Officio)  
James Barela, Director at Large  
Mike Bartholomew, representing 5307 programs  
Brent Roy, Business Member  
(OPEN), Director at Large, representing Tribal Transit  
Tom Marking, Professional Business Member  
Anthony Mortillaro, representing Regional Transit Districts (RTD)  
Guests: \_\_\_\_\_  
\_\_\_\_\_

Present / Absent / Called In  
Present / Absent / Called In  
Present / Absent / Called In  
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Present / Absent / Called In  
Present / Called In  
Present / Called In

3. Approval of the Agenda
4. Approval of Meeting Minutes – January 19, 2023
5. Approval of Treasurer’s Monthly Financial Report for January 2023

**Presentations:**

1. Legislative Update – J.D. Bullington

**Action Items:**

- 1.

**Discussion Items:**

1. 2023 Board Elections Update
2. 2023 NM Transit Managers’ Leadership Conference, Road-ee, Conference and Expo

**Subcommittee Updates:**

- Conference, Road-ee and Training  
(Liz Carter, Ed Powers and James Barela)
- Legislative and Communications  
(Tony Mortillaro, Tom Marking and Joe Hardin)
- Membership and Sponsors  
(Mike Bartholomew, Becky Hicks and Brent Roy)

**Discussion Items:**

**Board Member Announcements:**

**Next Meeting Date/Time/Location: March 20, 2023 at the Santa Ana Star Hotel and Casino**

**New Mexico Transit Association  
Board Meeting Minutes  
January 19, 2023 at 12:00PM  
Virtual**

**STANDING ITEMS:**

**1. Call to Order**

Vice-President Elizabeth Carter called the meeting to order at 12:01PM. (Joe was absent.)

**2. Roll Call**

Board Members Present:

Elizabeth Carter, Vice-President

Ed Powers, Treasurer, Director at Large

Rebecka Hicks, Secretary, representing 5311 programs

James Barela, Director at Large

Tom Marking, Professional Business Member

Anthony Mortillaro, representing Regional Transit Districts (RTD)

Guests Present: Kevin Olinger, NMDOT Transit & Rail Division

Staff Present: Melissa Drake

Not Present: Joe Hardin, President; Brent Roy, Business Member; Mike Bartholomew, 5307 Programs

One Open Position: Director at Large representing Tribal Transit vacated by Christy Ladd

Note: Sybil Cota from Ohkay Owingeh and Ramona Dillard from Pueblo of Laguna have both submitted for tribal approval to run for this position.

**3. Approval of Agenda**

Motion: Tony Mortillaro; Second: Becky Hicks

Vote: 5-0, motion passed

**4. Approval of Meeting Minutes**

December 15, 2022

Motion: James Barela; Second: Ed Powers

Vote: 5-0, motion passed

**5. Approval of Treasurer's Monthly Financial Report**

December 2022-brief overview presented by Ed Powers; nothing exceptional to report

Motion: Becky Hicks; Second: Liz Carter

Vote: 5-0, motion passed

## **PRESENTATIONS:**

None.

## **ACTION ITEMS:**

### **1. Approval of 2022 NM Transit Large Bus Roadeo Winners to attend 2023 APTA Roadeo**

Because of COVID APTA did not hold a Roadeo last year, so we would like to give the winners from last year and this year's winners a chance to go to the 2023 APTA Roadeo. The funding set aside last year that wasn't used for this purpose is still available.

Motion to approve: Becky Hicks; Second: James Barela

Vote: 6-0, motion passed

### **2. Approval of NMTA Board Member to attend SWTA Conference, February 23-25, 2023, Aurora, CO**

After discussion, it was discovered that NMTA will be well represented at the SWTA Conference even though Melissa Drake cannot attend. Kevin Olinger, Deborah Bach, Dave Harris, Anthony Mortillaro, and Joe Hardin are scheduled to be there.

No Action Taken

## **DISCUSSION ITEMS:**

### **1. Changing NMTA Board Meetings to another day**

After much discussion to consider another day such as Wednesdays, it was decided to keep the board meetings on the 3<sup>rd</sup> Thursday of the month at noon until further notice.

### **2. Promo item requests/ideas for Transportation Day and Conference**

We still have hand sanitizers, rulers, and the backpack bags left over from last year. The bags did not have a date, so we will just need to order additional ones for this year. The following suggestions were made: tire tread gauges, flashlights with magnet, jump drive, notepads, pens, chapsticks, portable battery banks, mints, hard candy, tire pressure gauge, ice scrapers. Melissa asked everyone to email her if they had more suggestions.

## **SUBCOMMITTEE UPDATES:**

### **1. Conference, Roadeo and Training (Liz Carter, Ed Powers, and James Barela)**

Melissa has a signed contract with Rio Rancho Events Center for the Roadeo in the spring. The Center will be available on March 10<sup>th</sup> at 9:00AM for setup and to mark the course with a Sharpie (which the event center people insist will last until the event). March 18<sup>th</sup> will be the manager's conference and Roadeo. James Barela will lead a driver's prep/pre-trip training at the Santa Ana Star on the same day; March 19<sup>th</sup> will be the Roadeo itself. It was suggested that maybe we will take the drivers thru the course on a bus to avoid the confusion from last year; however, it was agreed that the wind played a huge role last year keeping the drivers from being able to hear what was being said. There will have to be a morning setup for the small buses and an afternoon setup for the large buses. We still need to decide whether the diminishing clearance will be done inside or outside. This will probably be decided on March 10<sup>th</sup> when the course is laid out. Melissa has a list of ideas for the conference sessions: Operator/Driver Retention, Rural Equity, Access to Info for Visually Impaired including marketing to these individuals, Making Dollars and Cents of Grants, Vehicle Maintenance, De-escalation Training (Kathy Yardman). Also, Deborah has made it clear that we need to save room for Dan Wagner training sessions.

**2. Legislative and Communications (Anthony Mortillaro, Tom Marking, and Joe Hardin)**

Not much going on, still drafting bills. The sponsor for the funding bill is Senator Pete Campos; we still need sponsor for the yield bill.

**3. Membership and Sponsors (Mike Bartholomew, Becky Hicks, and Brent Roy)**

Nothing to report. (Becky Hicks and her team at Roswell Transit is working to update the NMTA brochure.)

**BOARD MEETING ANNOUNCEMENTS:**

None.

**NEXT MEETING DATE/TIME/LOCATION:**

Next meeting will be at NCRTD in Espanola, 1327 N. Riverside Dr., on Thursday, February 16, 2023 at noon.

**ADJOURNMENT**

Motion made to adjourn at 12:48PM: Ed Powers; Second: Tony Mortillaro

Vote: 6-0, motion passed.

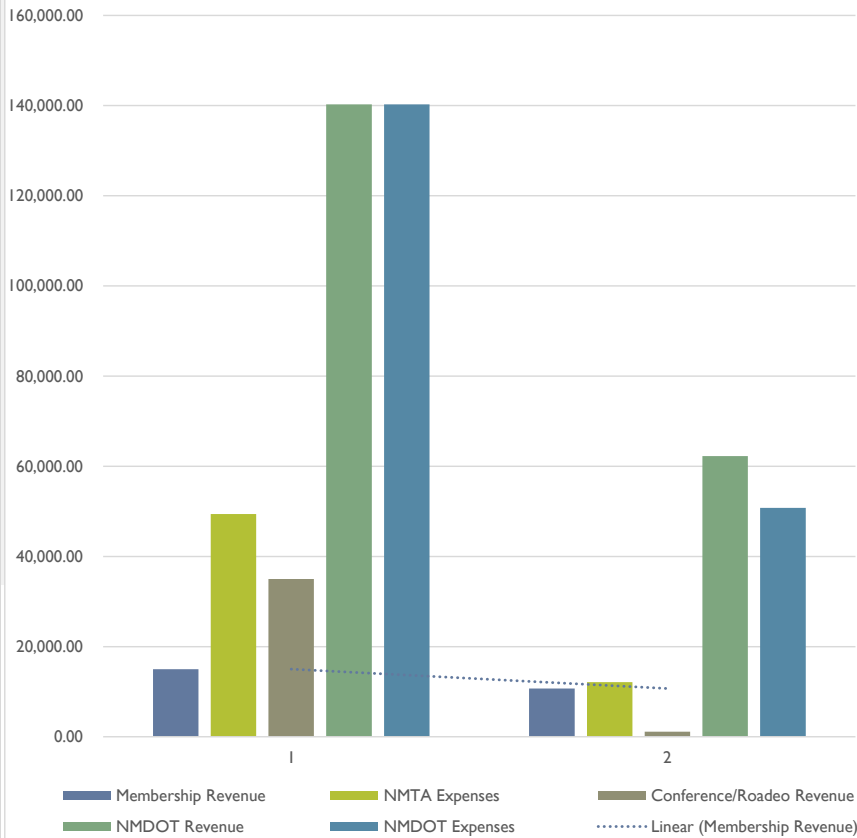
NMTA Monthly Activity Report

January 2023

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements	3,547.56		
Member Dues Deposits	0.00		
Conference/Road-eo deposits:			
Misc. Deposits			
Total Deposits:	3,547.56		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Administrator - 1		2,387.79	
Employment Taxes - 1		664.61	
Postage - 1		0.00	
Cell Phone - 1		85.77	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		469.34	
Equipment		0.00	
Insurance - 1		0.00	
Occupancy Cost		0.00	
Printing		0.00	
Office Supplies - 1		0.00	
Training - 1		6,431.93	Jan. 11-12 DAPM and Reasonable Suspicion Training- Cost for room package at the Route 66 Hotel for 60+ attendees
Travel - 1		89.74	One night hotel for Melissa Drake at the Route 66 for above listed training.
Road-eo/Conference - 1		4,250.00	
Total NMDOT Reimbursable Expenses:		14,379.18	
<b>NMTA Expenses:</b>			
Administrator - 2		596.94	
Employment Taxes - 2		166.16	
Postage - 2		0.00	
Cell Phone - 2		21.44	
Audit - 2		0.00	
Contract Services - 2		0.00	
Insurance - 2		0.00	
Office Supplies - 2		0.00	
Travel - 2		22.44	
Road-eo/Conference - 2		0.00	
National Road-eo Winners Sponsorship		0.00	
NMTA Meetings		0.00	
Legislative Services		1,300.00	Services Rendered in December 2022
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		2,106.98	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	15,000.00	10,704.30	(4,295.70)
Conference/Rodeo Revenue	35,000.00	1,125.00	(33,875.00)
NMDOT Revenue	140,250.00	62,237.09	(78,012.91)
NMDOT Expenses	140,250.00	50,763.35	(89,486.65)
NMTA Expenses	49,430.00	12,124.47	(37,305.53)
Balance (Income minus Expenses)	379,930.00	136,954.21	(242,975.79)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$15,318.48
B of A Savings	\$48,120.45
Combined total:	\$63,438.93

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	15,000.00	10,704.30	(4,295.70)	-28.64%
Conference/Rodeo Revenue	35,000.00	1,125.00	(33,875.00)	-96.79%
NMDOT Revenue	140,250.00	62,237.09	(78,012.91)	-55.62%
Total	190,250.00	74,066.39	(116,183.61)	-61.07%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	32,405.00	18,905.17	13,499.83	41.66%
Administrative Prof. Development	0.00	0.00	0.00	0.00%
Employment Taxes	8,902.00	5,258.53	3,643.47	40.93%
Internet Subscription Service	0.00	0.00	0.00	0.00%
Postage	100.00	0.00	100.00	0.00%
Cell Phone	1,000.00	586.55	413.45	41.35%
Audit	3,050.00	0.00	3,050.00	100.00%
Advertisement	0.00	0.00	0.00	0.00%
Contract Services	2,000.00	511.80	1,488.20	74.41%
Dues and Subscriptions	1,500.00	1,436.27	63.73	4.25%
Equipment	0.00	0.00	0.00	0.00%
Insurance	900.00	0.00	900.00	100.00%
Occupancy Costs	960.00	560.00	400.00	41.67%
Printing/Copying	2,000.00	0.00	2,000.00	100.00%
Office Supplies	720.00	0.00	720.00	100.00%
Office Furniture	0.00	0.00	0.00	0.00%
Travel	1,763.00	89.74	1,673.26	94.91%
Trainings	36,000.00	19,165.29	16,834.71	46.76%
Rodeo and Conference	48,950.00	4,250.00	44,700.00	91.32%
<b>Total Operating</b>	<b>140,250.00</b>	<b>50,763.35</b>	<b>89,486.65</b>	<b>63.81%</b>

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	8,101.00	4,726.69	3,374.31	41.65%
Employment Taxes - 2	2,226.00	1,315.18	910.82	40.92%
Postage - 2	25.00	0.00	25.00	100.00%
Cell Phone - 2	250.00	146.66	103.34	41.34%
Audit - 2	3,050.00	0.00	3,050.00	100.00%
Contract Services - 2	2,000.00	511.83	1,488.17	74.41%
Insurance - 2	900.00	0.00	900.00	100.00%
Office Supplies - 2	180.00	0.00	180.00	100.00%
Travel - 2	704.00	22.44	681.56	96.81%
Training - 2	349.00	0.00	349.00	100.00%
NMTA Meetings/Retreat	1,100.00	201.67	898.33	81.67%
Rodeo & Conference	3,500.00	0.00	3,500.00	100.00%
National Rodeo Winners Sponsorst	7,045.00	0.00	7,045.00	100.00%
Legislative Services	12,000.00	5,200.00	6,800.00	56.67%
Legislative Advocacy	8,000.00	0.00	8,000.00	100.00%
<b>Total Operating</b>	<b>49,430.00</b>	<b>12,124.47</b>	<b>37,305.53</b>	<b>75.47%</b>